

Curriculum Subcommittee Review Checklist  
**COURSE PROPOSAL**

**COURSE NUMBER AND TITLE:** \_\_\_\_\_ **REVIEWER:** \_\_\_\_\_

<b>COURSE PROPOSALS INFORMATION</b>	<b>YES</b>	<b>NO</b>
Is the <b>TYPE OF COURSE</b> information correct?		
Is the <b>JUSTIFICATION</b> adequate for either a new course or course change?		
Is there a <b>COURSE DESCRIPTION</b> ?		
Is the description <b>CLEAR</b> to students who will be reading the catalog?		
Does the <b>CATALOG DESCRIPTION</b> follow the criteria for the course catalog (80 word max.) <b>Check online CURRENT CATALOG if a revision.</b>		
Is the <b>PREREQUISITE</b> information checked?		
Does it match the course description?		
Is the <b>COREQUISITE</b> information checked?		
Does it match the course description?		
Is the <b>GRADE</b> information included?		
Is the <b>INSTRUCTOR APPROVAL</b> section checked?		
Does it match the course description?		
Is the <b>COURSE CLASSIFICATION</b> information included?		
Is the <b>COURSE TITLE FOR CMS</b> 30 characters or under?		
Is the <b>COURSE FOR CREDIT</b> information included?		
Does it match the course description?		
Do the <b>LEARNING OUTCOMES</b> state what students will be able to <i>do</i> , not only learn?		
Are the <b>ASSESSMENT STRATEGIES</b> listed?		
Is <b>FOR WHOM THE COURSE IS CREATED/REVISED</b> information included?		
Could there be an <b>OVERLAP</b> between this course and a course in another department from another college?		
Could the course <b>TAKE STUDENTS AWAY</b> from an existing course in another department or college?		
If so, did the chair indicate which program/department/college that she or he contacted?		
Could a change for this course have an <b>IMPACT ON A COURSE OR PROGRAM IN ANOTHER DEPARTMENT OR COLLEGE</b> ?		
(Some courses are required for a program/degree in another department. For example, STAT 1 is a requirement for BUS majors. If Math were to make a change to the course, such as adding a pre-req or grade requirement or deleting the course, they would need to consult Business.)		
Is it a pre-req or co-req for another course in the department?		
Is it a pre-req or co-req for another course in another program/department/college?		
If so, did the chair contact the program/department/college?		